

**Authorized Federal Supply Service  
Information Technology Schedule Pricelist  
General Purpose Commercial Information Technology  
Equipment, Software and Services**

**Special Item No. 132-32 - Term Software License  
Special Item No. 132-33 - Perpetual Software License  
Special Item No. 132-34 - Maintenance of Software  
Special Item No. 132-50 - Training courses for Information Technology equipment  
and software (FPDS Code U012)**



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Contract Number: **GS-35F- 0219T**

Period Covered by Contract: **From Nov. 3<sup>rd</sup>, 2009 onward**

**General Services Administration  
Federal Supply Service**

Pricelist current through Modification # 1, dated **Sept. 30, 2009**.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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## INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

### **1. GEOGRAPHIC SCOPE OF CONTRACT:**

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☒ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☐ The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

Ordering: **1224 Stanley, Suite 205, Montreal, QC H3B 2S7, Canada**

Payment: **1224 Stanley, Suite 205, Montreal, QC H3B 2S7, Canada**

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: PHONE: **514.938.2111** FAX: **514.938.5277**

### **3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

### **4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **24-051-4005**

Block 30: Type of Contractor - **B**

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **Canadian corporation**

4a. CAGE Code: **L5928**

4b. Contractor has registered with the Central Contractor Registration Database.

### **5. FOB DESTINATION**

### **6. DELIVERY SCHEDULE**

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-32

15 Days (2 days expedited)

132-33

15 Days (2 days expedited)

132-34

15 Days (2 days expedited)

132-50

30 Days (15 days expedited)

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

### **7. DISCOUNTS:**

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: **None**
- b. Quantity: **None**
- c. Dollar Volume: **None**
- d. Government Educational Institutions: **None**

e. Other: **None**

### **8. TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

### **9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

Not applicable.

### **10. Small Requirements:**

The minimum dollar value of orders to be issued is **\$100**.

### **11. MAXIMUM ORDER**

(All dollar amounts are exclusive of any discount for prompt payment.)

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

**Special Item Number 132-32 - Term Software Licenses**

**Special Item Number 132-33 - Perpetual Software Licenses**

**Special Item Number 132-34 – Maintenance of Software**

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:

**Special Item Number 132-50 - Training Courses**

### **12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

### **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**

ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

#### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

### 13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

### 14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any



option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

### **15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:**

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

### **16. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

### **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

### **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.



- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## **19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

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Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

## **23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: <http://www.eXplorance.com>

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

## **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

## **25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## **26. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

## **27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO  
TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32),  
PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER  
132-33) AND MAINTENANCE (SPECIAL ITEM NUMBER 132-34)  
OF GENERAL PURPOSE COMMERCIAL INFORMATION  
TECHNOLOGY SOFTWARE**

**1. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

**2. GUARANTEE/WARRANTY**

a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.

**7. Warranties**

- (a) The Company warrants that it is authorized to grant the license to the Software herein to the Licensee and that the Software will, when delivered and properly installed, perform materially in accordance with the documentation provided by The Company for a period of 90 days after delivery. The Company will replace any defective media item within 30 days after customer notification. Any consulting or other services provided by The Company are on a best efforts basis. The Company does not warrant that any of the Items will meet the specific needs of the Licensee.
- (b) THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND WARRANTIES OF MERCHANTABILITY. The Company SPECIFICALLY DENIES ANY IMPLIED OR EXPRESS REPRESENTATION THAT:
- (i) ANY OF THE ITEMS WILL FIT THE LICENSEE'S REQUIREMENTS; OR (ii) THE SOFTWARE WILL OPERATE UNINTERRUPTED OR ERROR-FREE.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

**3. TECHNICAL SERVICES**

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 1.514.938.2111 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 09:00AM to 05:00PM EST.

**4. SOFTWARE MAINTENANCE**

a. Software maintenance service shall include the following:

**Unlimited phone technical support during support hours; and free software upgrades.**

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**5. PERIODS OF TERM LICENSES (132-32) AND MAINTENANCE (132-34)**

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
- c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.
- d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

**6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE**

- a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.
- b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.
- c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.
- d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to **100%** of all term license payments during the period that the software was under a term license within the ordering activity.

**7. TERM LICENSE CESSATION**

- a. After a software product has been on a continuous term license for a period of **Not Applicable** \* months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

### **8. UTILIZATION LIMITATIONS - (132-32, 132-33, AND 132-34)**

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

### **9. SOFTWARE CONVERSIONS - (132-32 AND 132-33)**

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits

which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

#### ***10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY***

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

#### ***11. RIGHT-TO-COPY PRICING***

The Contractor shall insert the discounted pricing for right-to-copy licenses.

## **TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (SPECIAL ITEM NUMBER 132-50)**

### **1. SCOPE**

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

### **2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

### **3. TIME OF DELIVERY**

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

### **4. CANCELLATION AND RESCHEDULING**

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

### **5. FOLLOW-UP SUPPORT**

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

### **6. PRICE FOR TRAINING**

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.



## **7. INVOICES AND PAYMENT**

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

## **8. FORMAT AND CONTENT OF TRAINING**

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. **\*\*If applicable\*\*** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
  - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
  - (2) The length of the course;
  - (3) Mandatory and desirable prerequisites for student enrollment;
  - (4) The minimum and maximum number of students per class;
  - (5) The locations where the course is offered;
  - (6) Class schedules; and
  - (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

## **9. "NO CHARGE" TRAINING**

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

**Not applicable**

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## **PRODUCT OVERVIEW – eXplorance Blue Web Based Software**

At eXplorance, we set out to create the world's best web based information gathering and analysis software. Naturally we talked to many people working in Human Resources, Training, IT, Customer Service, Sales and Marketing to ask what they needed most.

We discovered that the biggest weakness in information gathering and analysis software was that they didn't fit into their overall environment. Without this integration, setting up systems including surveys, appraisals, psychometric tests, and 360 degree feedback was drawn-out and painful. And without any way to access data in your existing systems, every questionnaire had to repeat the same old questions (name? department?), which turned off respondents and wasted everyone's time. As a separate entity, they didn't provide the true business intelligence that organizations needed.

When we designed Blue (web based software for surveys, appraisals, 360 degree feedback reviews, tests exams, forms reports and more ...), we designed it specifically to leverage your existing environment. Others may claim this, but Blue really does it.

Current Blue modules include:

1. Blue/360 - Web-based 360-degree feedback software
2. Blue/Evaluation - Web based software for staff appraisals, and product/services evaluations
3. Blue/Surveys - Web based software for surveys and forms
4. Blue/Tests - Web based software that simplifies the measurement and analysis of knowledge, attitudes, or opinions

## **System Requirements**

### **Web Survey Respondents or Evaluators**

- Internet Explorer 5.5/Firefox 1.5 or later web browser
- Text/HTML email viewer (if receiving text email invitations)

### **Blue Survey Administrators (creating/managing surveys/reports) Software:**

- Internet Explorer 5.5 or later web browser

### **Blue Server Requirements**

**Note:** Blue can be offered in a hosted (ASP) model; or as software which is installed within the premises of an organization's IT infrastructure. If Blue is acquired as installable software, then the following requirements apply; otherwise, they are not required.

It is possible for all Blue server components to co-exist on a single server. However, for performance reasons, we strongly recommend that Blue web survey software be distributed across two servers at a minimum: a Web/Application server and a Database server. We recommend that all Blue servers have at least 512MB of RAM, 1.5-Ghz or higher processor and a minimum of 20 GB disk space. We also strongly recommend the use of a file backup/recovery system and an Uninterruptible Power Supply (UPS).

#### **Application server (web server)**

- Windows 2000 Server, or Windows 2003 Server
- Microsoft IIS 5.0 or higher
- .Net framework 1.1
- MDAC 2.7 or higher

#### **Database Server (hosts Blue administration database and survey results database)**

Blue supports Microsoft SQL Server 2000 or higher - SQL Server Requirements: Please check Microsoft's web site for the latest system requirements for SQL Server at <http://www.microsoft.com/sql>



## GSA Net Pricing (Discounts have been applied)

SIN	Man. Name	Man. Part No.	Product Name	Product Description	Licensing Model	GSA Price	Origin
Term Licenses (SIN 132-32) as Applicable to Hosted (ASP) Implementation of Blue Modules							
132-32	eXplorance	exp-asp-tl-lvf	ASP Low Volume fees	Yearly hosting (ASP) fees by eXplorance for acquired Blue modules. Applies on top of Perpetual licenses. <b>Note:</b> Low volume fees apply in any of the following scenarios: <ol style="list-style-type: none"> <li>1. A maximum of 50 Blue/360 or Blue/Evaluation subject licenses purchased</li> <li>2. A one or two users license of Blue/Surveys or Blue/Tests with surveys which do not spend more than 1,000 respondents</li> </ol>	Yearly	\$1,195.10	Canada
132-32	eXplorance	exp-asp-tl-mvf	ASP Medium Volume hosting fees	Yearly hosting (ASP) fees by eXplorance for acquired Blue modules. Applies on top of Perpetual licenses. <b>Note:</b> Medium volume fees apply in any of the following scenarios: <ol style="list-style-type: none"> <li>1. A maximum of 150 Blue/360 or Blue/Evaluation subject licenses purchased</li> <li>2. A one, two or three users license of Blue/Surveys or Blue/Tests with surveys which do not spend more than 5,000 respondents</li> </ol>	Yearly	\$2,408.70	Canada
132-32	eXplorance	exp-asp-tl-lavf	ASP Large Volume hosting fees	Yearly hosting (ASP) fees by eXplorance for acquired Blue modules. Applies on top of Perpetual licenses.	Yearly	\$4,628.70	Canada



Term Licenses (SIN 132-32) as Applicable to Hosted (ASP) Version of Blue/360 and Blue/Evaluations Modules							
132-32	eXplorance	exp-asp-tl-10x360	Blue/360 per subject license (up to 10)	One time license for a 360 implementation. System available for up to 3 months from start of implementation.	One time use	\$129.30	Canada
132-32	eXplorance	exp-asp-tl-100x360	Blue/360 per subject license (up to 100)	One time license for a 360 implementation. System available for up to 3 months from start of implementation.	One time use	\$77.04	Canada
132-32	eXplorance	exp-asp-tl-1000x360	Blue/360 per subject license (up to 1000)	One time license for a 360 implementation. System available for up to 3 months from start of implementation.	One time use	\$24.01	Canada
132-32	eXplorance	exp-asp-tl-10xeval	Blue/Evaluation per subject license (up to 10)	One time license for an evaluation project implementation. System available for up to 3 months from start of implementation.	One time use	\$129.30	Canada
132-32	eXplorance	exp-asp-tl-100xeval	Blue/Evaluation per subject license (up to 100)	One time license for an evaluation project implementation. System available for up to 3 months from start of implementation.	One time use	\$77.04	Canada
132-32	eXplorance	exp-asp-tl-1000xeval	Blue/Evaluation per subject license (up to 1000)	One time license for an evaluation project implementation. System available for up to 3 months from start of implementation.	One time use	\$24.01	Canada
Perpetual Licenses (SIN 132-33) as Applicable to all Blue Modules (Applies only to Integrated or non-Hosted (ASP) models)							
132-33	eXplorance	exp-bwe	Blue Web Engine	The Blue web engine powers the 100% web based component of the Blue modules; this is a one time investment for all acquired/supported modules.	Perpetual	\$2,305.10	Canada
132-33	eXplorance	exp-bee	Blue Email Engine	The Blue web engine powers the emailing capabilities of the Blue modules; this is a one time investment for all acquired/supported modules.	Perpetual	\$928.70	Canada
Perpetual Licenses (SIN 132-33) Optional add-on Modules (Applies to both Integrated and Hosted (ASP) models)							
132-33	eXplorance	exp-surv-0001	Blue Survey Software (1	Blue/Surveys is web-based survey	Perpetual	\$1,997.50	Canada



			user)	software, which automates your customer service surveys, exit interviews, climate survey, course evaluation, and employee satisfaction surveys.			
132-33	eXplorance	exp-surv-0003	Blue Survey Software (3 users)	Blue/Surveys is web-based survey software, which automates your customer service surveys, exit interviews, climate survey, course evaluation, and employee satisfaction surveys.	Perpetual	\$4,394.50	Canada
132-33	eXplorance	exp-surv-0005	Blue Survey Software (5 users)	Blue/Surveys is web-based survey software, which automates your customer service surveys, exit interviews, climate survey, course evaluation, and employee satisfaction surveys.	Perpetual	\$7,550.55	Canada
132-33	eXplorance	exp-surv-0010	Blue Survey Software (10 users)	Blue/Surveys is web-based survey software, which automates your customer service surveys, exit interviews, climate survey, course evaluation, and employee satisfaction surveys.	Perpetual	\$12,835.94	Canada
132-33	eXplorance	exp-surv-0050	Blue Survey Software (50 users)	Blue/Surveys is web-based survey software, which automates your customer service surveys, exit interviews, climate survey, course evaluation, and employee satisfaction surveys.	Perpetual	\$27,060.17	Canada
132-33	eXplorance	exp-surv-9999	Blue Survey Software (site wide license)	Blue/Surveys is web-based survey software, which automates your customer service surveys, exit interviews, climate survey, course evaluation, and employee satisfaction surveys.	Perpetual	\$43,605.17	Canada
132-33	eXplorance	exp-test-0001	Blue/Tests license (1 user)	A Blue/Tests user license is perpetual and allows for the	Perpetual	\$1,997.50	Canada



				creation/management of as many tests (assessments), to as many respondent, and as many reports as needed.			
132-33	eXplorance	exp-test-0003	Blue/Tests license (3 users)	A Blue/Tests user license is perpetual and allows for the creation/management of as many tests (assessments), to as many respondent, and as many reports as needed.	Perpetual	\$4,394.50	Canada
132-33	eXplorance	exp-test-0005	Blue/Tests license (5 users)	A Blue/Tests user license is perpetual and allows for the creation/management of as many tests (assessments), to as many respondent, and as many reports as needed.	Perpetual	\$7,550.55	Canada
132-33	eXplorance	exp-test-0010	Blue/Tests license (10 users)	A Blue/Tests user license is perpetual and allows for the creation/management of as many tests (assessments), to as many respondent, and as many reports as needed.	Perpetual	\$12,835.94	Canada
132-33	eXplorance	exp-test-0050	Blue/Tests license (50 users)	A Blue/Tests user license is perpetual and allows for the creation/management of as many tests (assessments), to as many respondent, and as many reports as needed.	Perpetual	\$27,060.17	Canada
132-33	eXplorance	exp-test-9999	Blue/Tests license (site wide license)	A Blue/Tests user license is perpetual and allows for the creation/management of as many tests (assessments), to as many respondent, and as many reports as needed.	Perpetual	\$43,605.17	Canada
132-33	eXplorance	exp-360-0010	Blue 360 Degree Feedback Software - (10 employees)	Blue/360 is web-based 360 degree feedback software, which automates your leadership assessments and multi-rater 360 reviews.	Perpetual	\$1,125.00	Canada
132-33	eXplorance	exp-360-0050	Blue 360 Degree Feedback Software - (50 employees)	Blue/360 is web-based 360 degree feedback software, which automates your leadership assessments and multi-rater 360 reviews.	Perpetual	\$2,437.50	Canada
132-33	eXplorance	exp-360-0100	Blue 360 Degree Feedback	Blue/360 is web-based 360 degree	Perpetual	\$4,125.00	Canada

# GSA Schedule



			Software - (100 employees)	feedback software, which automates your leadership assessments and multi-rater 360 reviews.			
132-33	eXplorance	exp-360-0250	Blue 360 Degree Feedback Software - (250 employees)	Blue/360 is web-based 360 degree feedback software, which automates your leadership assessments and multi-rater 360 reviews.	Perpetual	\$8,437.50	Canada
132-33	eXplorance	exp-360-0500	Blue 360 Degree Feedback Software - (500 employees)	Blue/360 is web-based 360 degree feedback software, which automates your leadership assessments and multi-rater 360 reviews.	Perpetual	\$14,256.25	Canada
132-33	eXplorance	exp-360-1000	Blue 360 Degree Feedback Software - (1000 employees)	Blue/360 is web-based 360 degree feedback software, which automates your leadership assessments and multi-rater 360 reviews.	Perpetual	\$22,010.00	Canada
132-33	eXplorance	exp-360-9999	Blue 360 Degree Feedback Software (site wide license)	Blue/360 is web-based 360 degree feedback software, which automates your leadership assessments and multi-rater 360 reviews.	Perpetual	\$37,217.00	Canada
132-33	eXplorance	exp-eval-0010	Blue Performance Appraisal Software (10 employees)	Blue/Evaluation is web-based evaluation system, which automates your employees' performance appraisal processes.	Perpetual	\$1,125.00	Canada
132-33	eXplorance	exp-eval-0050	Blue Performance Appraisal Software (50 employees)	Blue/Evaluation is web-based evaluation system, which automates your employees' performance appraisal processes.	Perpetual	\$2,437.50	Canada
132-33	eXplorance	exp-eval-0100	Blue Performance Appraisal Software (100 employees)	Blue/Evaluation is web-based evaluation system, which automates your employees' performance appraisal processes.	Perpetual	\$4,125.00	Canada
132-33	eXplorance	exp-eval-0250	Blue Performance Appraisal Software (250 employees)	Blue/Evaluation is web-based evaluation system, which automates your employees' performance appraisal processes.	Perpetual	\$8,437.50	Canada
132-33	eXplorance	exp-eval-0500	Blue Performance Appraisal Software (500 employees)	Blue/Evaluation is web-based evaluation system, which automates	Perpetual	\$14,256.25	Canada





				your employees' performance appraisal processes.			
132-33	eXplorance	exp-eval-1000	Blue Performance Appraisal Software (1000 employees)	Blue/Evaluation is web-based evaluation system, which automates your employees' performance appraisal processes.	Perpetual	\$22,010.00	Canada
132-33	eXplorance	exp-eval-9999	Blue Performance Appraisal Software (site wide license)	Blue/Evaluation is web-based evaluation system, which automates your employees' performance appraisal processes.	Perpetual	\$37,217.00	Canada
Maintenance (SIN 132-33) of Blue Software							
132-34	eXplorance	exp-main-int	Blue Maintenance for Integrated Software	The Blue maintenance provides our customers for unlimited phone technical support (09:00AM to 5:00PM EST); and access to free software upgrades	Quarterly	4.80% of Software Price	Canada
132-34	eXplorance	exp-main-asp	Blue Maintenance for Hosted (ASP) Software	The Blue maintenance provides our customers for unlimited phone technical support (09:00AM to 5:00PM EST); and access to free software upgrades	Quarterly	3.60% of Software Price	Canada
Training Services (SIN 132-50) of Blue Software (all onsite efforts do not include travel expenses)							
132-50	eXplorance	exp-train-one	Training	Training	Daily	\$1,402.50	Canada
132-50	eXplorance	exp-train-start	Blue Starter Package	Consulting, installation and technical training package	3 days	\$2,743.62	Canada
132-50	eXplorance	exp-train-surv	Blue/Surveys User Training	Survey creation, management and report creation training package	2 days	\$2,384.25	Canada
132-50	eXplorance	exp-train-test	Blue/Tests User Training	Tests creation, management and report creation training package	3 days	\$3,155.62	Canada
132-50	eXplorance	exp-train-admn	Blue/360 Administrator Training	360 project creation, management and report creation training package	2 days	\$2,384.25	Canada
132-50	eXplorance	exp-train-eval	Blue/Evaluation Administrator Training	Evaluation project creation, management and report creation training package	3 days	\$3,155.62	Canada
132-50	eXplorance	exp-train-rach	Research and Consulting Help	Domain and technical consulting and research help	Daily	\$2,200.00	Canada

## **USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

### **PREAMBLE**

**eXplorance Inc.** provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### **COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Samer Bekai-Saab, 1224 Stanley, Suite 205, Montreal, Quebec H3B 2S7, Canada, email: [ssaab@eXplorance.com](mailto:ssaab@eXplorance.com), phone: 514.938.2111, fax: 514.938.5277**



BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.